

CM/ECF Participant's Guide

WITHDRAWAL Updated 07/07/2008

This process shows the steps required for an external user to complete a Withdrawal of an event that was previously processed on CM/ECF. **Please see Chambers Guidelines for withdrawal requirements.**

STEP 1 - Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on Other hyperlink.
- For further information on each of these categories, click the (Help) icon.

STEP 3 - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the [Next] button.

STEP 4 - The EVENTS screen displays.

- Select the desired event, for this example, "**Withdrawal**" from the list of events.
- Click the [Next] button.

NOTE: Type the first letter (**W** for **Withdrawal**) and the highlight bar will immediately select the first entry beginning with **W**.

STEP 5 - The JOINT FILING screen displays.

- Click in the box if document is being filed with another attorney.
- Click the [Next] button.

STEP 6 - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

STEP 7 - The ASSOCIATION screen appears.

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

STEP 8 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the **[Next]** button.

NOTE: THIS IMAGE SHOULD BE A PLEADING OR LETTER STATING THE DOCUMENT YOU WISH TO WITHDRAW AND WHY, BUT NOT A COPY OF THE ORIGINAL DOCUMENT.

STEP 9 - The CERTIFICATE OF SERVICE screen appears.

- Enter reason for withdrawal within the text box.
- From the drop-down list, select **Yes** or **No** if the Certificate of Service is included.
- Click the **[Next]** button.

STEP 10 - The REFER TO EXISTING EVENTS screen displays.

- Click inside the box to place a check mark indicating that this filing **DOES** refer to an existing document in the case. It is necessary to select the box in order to establish the correct linkages.
- Click the **[Next]** button.

STEP 11 - The DOCUMENT CATEGORY screen displays.

- Select the category to which the event relates.

- Click the **[Next]** button.

STEP 12 - The SELECT RELATED EVENTS screen displays.

- If no document exists to link with, click **[Back]** and highlight the entire category box. This will allow all documents to be displayed and should allow you to select the relating document.
- If a document does exist, associate it by placing a check in the applicable box.
- Click the **[Next]** button.

STEP 13 - The MODIFY DOCKET TEXT screen appears.

- Modify text as necessary.
- Click the **[Next]** button.

STEP 14 - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

Sample Docket Text: Final Text

Withdrawal of Motion to Incur Debt/Obtain Credit, filed by Joe Debtor with Certificate of Service. Reason for Withdrawal: Matter Settled. Filed by Bill Attorney on behalf of Joe Debtor (related document(s) [9]).

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

STEP 15 - The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records since it also includes the date, time, case number and document number.